

PABSS
Frequently Asked Questions – FAQ

Application and Budget

1. Q: When will PABSS start?

A: The grant period is from October 1, 2012 through September 30, 2013. We anticipate a second year of funding, pending appropriations and satisfactory performance.

2. Q: What information will we need to get together for the application?

A: We will require a very brief narrative and a budget similar to earlier extension applications. Please refer to your application information in Grants Solutions for exact requirements.

3. Q: When is the application and budget narrative due?

A: May 13, 2013.

4. Q: What specifically can be included in the budget (travel, training expenses, supplies, salaries, fringe, rent etc.)?

A: Refer to your prior approved budget and review appropriate cost principles for your organization. The link to that document is below:

[Regulations](#)

5. Q: Does Social Security require a match from other funding sources?

A: No. We only require a match for the WIPA projects.

6. If the period of performance is from October 1st through September 30th, is the expectation that the P&As will use all available funds for services provided within that period (or will this help fund services at the beginning of FY14 as well --- i.e. SSA must obligate by the end of FY13 but does the P&A need to spend all funds before October)?

A: As in the past, we will allow projects to carry funds into 2014.

7. Q: What would happen at the beginning of FY14 under a CR that continues the terms and conditions? Would PABSS receive funding for the period of the CR?

A: We would make that determination at the time, depending on appropriations, and the language contained in the CR.

8. Q: If we wish to immediately access funds for the period 10/1/2012 to the date of the award, what does SSA require us to document?

A: You may not access PABSS funds until we approve your budget and we issue the grant award.

9. Q: We have a case that we previously funded under the PABSS grant, but we moved it to another funding stream when PABSS closed. Can we retroactively use PABSS funds to pay for the case?

A: No. You may not use PABSS funds to reimburse other funders for work you have done. Once the grant is awarded, you may return a PABSS appropriate case to PABSS funding.

10. Q: What happens after the second year of funding?

A: We do not have information on the 2015 budget and appropriations at this time.

11. Q: Why is the funding retroactive?

A: The Commissioner decided to fund the program retroactively in response to input from our constituents.

12. Q: Will Social Security permit carry-over? We are not certain how to spend the funds in the months left between the award and the end of the fiscal year.

A: We understand the period remaining is limited, so we anticipate that most or all of you will have unobligated funds after 9/30/13. Once you complete your Annual Federal Financial Report and you have identified the correct amount of unobligated funds, you may then submit a revised budget request along with the financial report to your Grants Management Specialist. We will review the request and issue amended awards with approved revised budgets that include your carryover funds.

13. Q: Did sequestration cut funding?

A: The 2013 Continuing Resolution fully funded the PABSS.

14. Q: How will this award affect projects that received a no cost extension?

A: The purpose of a no-cost extension is to wind down activities specifically, open cases. This is a new and separate award with a new grant number.

15. The budget page requests that we include budget dollars for 4 years through 2016. Should we include the same amount for years 2 through 4 as we were awarded for 2013? Should we include a cost of living increase each year or another percentage increase for years 2 through 4?

A: Please submit a budget for one (1) year and leave the rest blank.

16. Do we need to include resumes?

A: Please include resumes for **all key** PABSS staff. If you hire staff after the award date, please submit their resumes as soon as possible after you hire them.

17. How about the language in the application package on suitability – do we (PABSS staff) need suitability clearances now?

A: Suitability determinations and related requirements only apply to staff involved in the Representative Payee reviews.

Program, Data and Technical Assistance

18. Q: Will the Terms and Conditions for this award be the same as the last award?

A: They are very similar – there are some minor changes.

19. Q: What if we provided services before, but now we want to subcontract to another program.

A: Grantees may subcontract to other entities to provide services with the Project Officer's and Grant Manager's approvals. The relationship between the awardee and any subcontractor is at the discretion of the awardee however all subcontractors are required to adhere to the same Terms and Conditions and requirements as the primary grantee.

20. Q: Will we have access to a data system?

A: NDRN will collect PPR service data as in the past.

21. Q: Will SSA have training classes for us to train new staff?

A: Yes, NDRN, as part of the Training and Technical Assistance contract with SSA will provide training as in prior years. Please check www.ndrn.org for current information about training locations, dates, and availability. Please advise your project officer when you have staff you would like to send to upcoming trainings.

22. Q: Can we use technology to provide long-distance services?

A: Yes, as long as you serve beneficiaries free of cost and fully, regardless of their distance from your offices.

23. Q: Will NDRN provide technical assistance?

A: Yes. NDRN will provide details.

24. Can you clarify the reports we need to submit and their due dates?

A: Yes. See below for details.

Reporting Instructions

May 3, 2013

Clarifications and Revisions of Reporting Requirements for PABSS Grantees

There are currently three reporting required of the PABSS Grantees: 1) a 2012 PPR (report of activities between 09/29/11 – 09/28/12), 2) a narrative response to activities performed during the No-Cost Extension Period (NCE, see template for narrative attached to these instructions; and 3) a 2013 PPR (report of activities between 10/01/12 – 09/30/13).

2012 PPR

Using the PABSS Data Collection System via the URL <http://ppr.pabssppr.com>, grantees are to submit a 2012 PPR that contains activities for the date range of 09/29/11 to 09/28/12. This report is required and must be submitted within 30 days from this notice (05/31/13). Many agencies have already completed this and we will require no further actions to complete the submission of the 2012 PPR. There have been no changes to the data collection needs of the program for this reporting period and is the same as the reporting period preceding it. If you have any questions or need additional information on the PABSS Data Collection System or on the status of your agency's report, please contact Matt Hayden with NDRN via email (matt.hayden@ndrn.org).

NCE Report

If appropriate, and using the template you received attached to the May 3rd email (copied below) from NDRN, please respond briefly to the questions and base your responses on activities performed after 09/28/12 and during your NCE period. Length of the NCE period will vary from agency to agency. Please submit your completed (narrative) NCE report electronically to Laurie Keppley at laurie.keppley@ssa.gov with a copy to your Grants Management Specialist. Your Grants Management specialist and contact information may be found on the [Grants Website/Grant Specialists - PABSS](#). This report is due 30 days after the end of your NCE.

**PROTECTION and ADVOCACY for BENEFICIARIES of SOCIAL
SECURITY (PABSS)**

**No Cost Extension (NCE)
PROGRAM PERFORMANCE REPORT**

REPORTING PERIOD: 9/29/2012 through end of approved no-cost extension

GRANT AWARD NUMBER:

STATE:

AGENCY NAME:

AGENCY ADDRESS:

REPORT PREPARED BY:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

DATE SUBMITTED:

NCE Activities

Describe activities performed during the PABSS no-cost extension period. This brief description should include any direct client services, and other approved activities including the outcome of those activities.

Using the PABSS Data Collection System via the URL <http://ppr.pabssppr.com>, grantees are to submit a 2013 PPR that contains activities for the date range of 10/01/12 to 09/30/13. This report must be submitted 30 days from the end of the reporting period (10/31/13). There have been no changes to the data collection needs of the program for this reporting period and is the same as the reporting period preceding it. If you have any questions or need additional information on the PABSS Data Collection System, please contact Matt Hayden with NDRN via email (matt.hayden@ndrn.org).

Previous reporting requirements and subsequent notifications included a FINAL report. This requirement has been waived. Please disregard all prior guidance on reporting.

This notice is an amendment to previous reporting instructions for PABSS awards and serves as official Social Security notice of a modification to reporting requirements.

Prepared by OAG

A. Clarify Financial Reporting Requirements and dates:

The Annual and Final Federal Financial Reports (SF-425) are both due 90 days from the end date of the grant.

B. How to Budget for retroactive funding:

You may provide a 12-month budget with legitimate estimated expenses, but they must be verifiable for an audit. Funds may be budgeted in accordance with the applicable cost principles.

If you did not expend PABSS funds from 10/1/12 through 4/12/13 (date of the announcement), you may provide a 12 month budget but include a statement that you do not anticipate spending the full amount.

You may also submit a budget for a portion of this funding period (4/ 12/13 – 9/30/13) and leave a portion as unbudgeted. We will issue the award with the unbudgeted funds as restricted, until you need to revise your budget to accurately address your actual expenditures.

In FY'14, you may submit a Carryover Budget for all unobligated or unbudgeted funds.

C. How do we handle “close-out” activities during the NCE when we will have a parallel award?

Closeout activities as outlined in the Grants Management Decision letter issued with the NCE must remain separate. Be sure to use proper internal controls to ensure that only new activities are charged to the 2013 PABSS award.

D. What can we do and what should we not do during the next number of months if we have both a new award and the old NCE?

The activities performed under each award should be tracked separately and charged to the appropriate grant. See the answer to Question C.

E. When can we start paying for NEW clients, which award do we charge?

New clients that have not previously been charged to another funding stream can be charged to the 2013 PABSS award starting 10/1/12. Any clients that have received services between 10/1 and now, but were charged to a different funding stream cannot be retroactively charged to the PABSS funds.

F. Must we account for the new award and the NCE separately?

Yes, see the answer to Question C.

G. Why is it that PABSS can start spending on April 12 but WIPA can't start spending until August 1 when our announcement came out April 15?

The Commissioner made the decision to have the PABSS awards start retroactively to 10/1/12.

The funds for the WIPA awards are FY13 funds. A retroactive award would need to start in FY12. We cannot retroactively award FY13 funds to a program with a start date that falls in FY12.

It is in the best interest of the WIPAs to have a future start date, since WIPA grantees can only carryover 10% of their unobligated funds into the following funding period. A future start date for the WIPAs will also give the program more time to be reestablished and for the agency to prepare for a new and open competition.

H. How about Carryover for the PABSS-How will that work?

Funds carried over from the 2013 PABSS (10/1/12-9/30/13) award will be allowed as carryover for the YR 2 budget period. After the FY'13 awards have been issued, we will entertain requests to use carryover/unobligated FY'11 funds. If you have any questions, please contact your Grants Management Specialist.

If you have any questions or concerns contact your Grants Management Specialist.

I. Can we still use restricted 2011 monies? Can we spend old "restricted money"?

Only if there are justifiable expenses for your no cost extension (NCE), may you use FY'11 funds. If there are justifiable expenses, submit a revised budget request to your Grants Specialist and Laurie Keppley.

J. For how many years does old money accrue? 2 Years? Less? More?

PABSS funds are considered Year 1 monies, and should be spent within that year. Unobligated funds from that funding period can be carried over into the following year, to be spent, but not beyond the following year.

K. We don't understand, is there a break in funding between the NCE and new award?

While there is not a break in performance period dates, there is a gap in funding, because the PABSS grants did not receive FY12 funds. The new awards are funded with FY13 funds, and the last year Social Security awarded funds to the PABSS was FY11.

L. What qualifies as legitimate costs back to October 2012?

For the 2013 PABSS award, a legitimate cost may include non-personnel costs that were typically included and approved in past budgets, and are often pro-rated across funding streams would be allowable, assuming the amounts are reasonable.

You may not charge the 2013 PABSS grant for personnel expenses for services provided to what would have been a PABSS eligible client but were charged to a different funding stream after 9/30/12. Federal funds must be used to supplement existing funds for program activities and must not replace those that have been appropriated for the same purpose.

This document is posted on our website and may be periodically updated.